

5 May 1960

MEMORANDUM FOR : [REDACTED]

25X1A

SUBJECT : Report of Cable Secretariat Operations
From 1-30 April 1960

1. Processing Volume

a. The Cable Secretariat reproduced and disseminated 11,839 IN cables, 4,874 OUT cables, 1,199 TD's and 677 miscellaneous items for a total of 18,589 work items for the month of April 1960. This represents an increase of 1,074 items or 6% more than the 1959 monthly average of 17,515.

b. Cables increased 1,113 or 7% over the 1959 monthly average of 15,600 cables. The April 1960 total is 1,165 or 7% less cables than March 1960 and 208 or 1% less than April 1959.

c. TD's increased 125 or 11.5% over the 1959 monthly average of 1,076 TD's.

d. We processed an average of 724 cables Monday through Friday, 413 on Saturday and 149 on Sunday.

e. 1,208 cables or 7% of all cables processed were furnished to the Director as compared to 1,227 or 8% for March 1960.

2. Personnel

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We are still three short of our ceiling strength of [REDACTED]. Last month we lost a Typist and picked up a Typist.

3. General

a. As stated in last months report, a Haloid 914 Office Copier was installed in the Cable Secretariat. In April we reproduced 2,430 cables for

a total of 3,388 mats on the 914 Copier. This was the first time we could actually test the machine using our regular cable traffic. Tests indicated that this could be the solution to certain of our typing and reproduction problems. Since we are satisfied that the 914 Copier could be a definite asset to the Cable Secretariat, we plan to rent a second machine to serve both as back-up to our present machine and as a copier for additional copies required after initial dissemination. Determination as to how much we can save, both as to money and bodies, must await our gathering of experience and facts. At the moment, however, it seems clear that the 914 Copier has a definite place in our office.

b. We have started holding staff meetings once a month. These meetings will give us the opportunity to discuss and iron out any problems that may occur on the different shifts. We also feel that these meetings will create greater harmony among the personnel on all three shifts.


Cable Secretary

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